

U.S. Department of Energy

Washington, D.C.

ORDER

DOE 1130.4

12-23-81

SUBJECT: FEDERAL WOMEN'S PROGRAM ADVISORY COUNCILS

1. PURPOSE. To provide guidance concerning council membership, selection and functions.
2. REFERENCES. DOE 1600.1, FEDERAL WOMEN'S PROGRAM, of 10-14-80, which established the Departmentwide Federal Women's Program and advisory councils.
3. OBJECTIVE. The objective of the Federal Women's Advisory Councils is to support the Federal Women's Program through:
 - a. Review of employment profiles.
 - b. Analyses of training and assistance.
 - c. Establishing informational programs.
 - d. Assisting Federal Women's Program Managers (FWPM) concerning employment of women.
4. ORGANIZATION.
 - a. The Headquarters council will be composed of a member from each Secretarial Office and DOE staff office. Heads of these offices will nominate members to the Headquarters Federal Women's Program Division, 12-23-81.
 - b. The field office councils will consist of a minimum of 5 members. Field office organizations will nominate members to their respective Federal Women's Program Managers.
5. MEMBERSHIP. Normally, those nominated should demonstrate a desire to serve and have an interest in equal opportunity for women.
 - a. Nominations will be submitted not later than 9-1 annually, and the selections will be made by 10-1 annually.
 - b. Members will normally be appointed for a one year term, and they may be reappointed.
 - c. Members who miss two or more consecutive meetings without adequate cause may be replaced.

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INITIATED BY:
Office of Equal Opportunity

6. FUNCTIONS. The councils advise the FWPMs and:
- a. Provide recommendations in the implementation of equal opportunity for women in all employment areas, including hiring, placement, training, awards, and promotions.
 - b. Provide suggestions for inclusion in affirmative action plans.
 - c. Develop and support informational programs on employment concerns of women.
7. OPERATION OF THE COUNCILS.
- a. The council will be chaired by the FWPM who will appoint a Vice Chair to act in her absence.
 - b. The Chair will preside at all meetings.
 - c. Meetings will be held quarterly, at the call of the Chair.
 - d. Meetings will focus on projects, issues and recommendations concerning the Federal Women's Program. Interim business may be accomplished through committees assigned by the FWPM.



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